

Community Supervision Standards  Kansas Department of Corrections- Division of Juvenile Services State of Kansas	<b>CHAPTER:</b>  <b>STAFF</b>	<b>STANDARD NO.</b>  <b>CSS-02-107</b>
	<b>SUBJECT:</b>  <b>WEEKLY WORK SCHEDULES</b>	<b>PAGE: 1 of 1</b>
<b>REFERENCES: None</b>		<b>DATE ADOPTED: 5-22-2018</b> <b>DATE REVIEWED: 4-26-2018</b>

**STANDARD:** Written policy, procedure and practice shall require the Community Supervision Agency to maintain a weekly work schedule for Community Supervision Agency Officers that indicates flexible workdays, hours and schedules to accommodate the needs of the juveniles.

The development of flexible Community Supervision Agency Officer and Community Supervision Agency Director schedules shall reflect the need to accommodate the schedules of youth, families and community partners. The flexible schedules shall address contact with youth and families, and address the availability of programming and groups. Thirty (30) percent of the Community Supervision Agency Officer’s weekly work schedule shall be outside of the 8:00 a.m. to 3:00 p.m. timeframe. Time worked outside of the 8:00 a.m. to 3:00 p.m. timeframe shall be focused on direct service delivery with the youth and/or family.

**DISCUSSION:** None.

**NOTE:** The standards and procedures set forth herein are intended to establish operational guidelines for community supervision agencies operating through the board of county commissioners and their employees/contractors and the juvenile offenders under supervision. They are not intended to establish state created liberty interests for community supervision agencies, or the board of county commissioners, or their employees/contractors, or juvenile offenders, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to community supervision agencies operating through the board of county commissioners or their employees/contractors, supervised juvenile offenders or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.